Staff Development & Training Department

OCTOBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 **Introduction to MS Word '10** $125/per person	4	5
8	9 **Introduction to MS PowerPoint '10** $125/per person	10 **Introduction to MS Excel '10** $125/per person	11 **Introduction to MS Publisher '10** $125/per person	12 **Creating Charts w/ MS Excel '10** $100/per person
15	16 **Advance MS Publisher** $150/per person	17	18	19
22 **Computer Fundamentals** $125/Per Person	23 **Introduction to MS Word '10** $125/per person	24 **Introduction to Excel MS Excel '10** $125/per person	25 **Intermediate MS Word '10** $150/per person	26 **Intermediate MS Excel '10** $150/Per Person
	← **Chinle Workforce Development Computer Training 10/22-26/2012** →			
29	30 **Intermediate MS Excel '10** $150/per person	31 **Intermediate MS Word '10** $150/per person	**Happy Halloween**	

All Computer Software Training starts at 9:00 A.M. at the Training Center in Window Rock, AZ

<u>Pre-Registration Required on all Classes!</u>   Website: **www.nnstaffdevelopment.com**

Any questions, call me at (928) 871-6691 or E-mail me at: **frederickrskeet@navajo-nsn.gov**

Staff Development & Training Department

NOVEMBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1 *Preparing, Developing & Designing Presentations* *$125/Per Person*	2 *Creating Chart w/ MS Excel '10* *$100/per person*
5	6 *Introduction to MS word '10* *$125/per person*	7 *Introduction to MS Excel '10* *$125/per person*	8 *Introduction to MS Access '10* *$125/Per Person*	9 *Creating Forms w/ MS Word '10* *$100/per person*
12 *Holiday national Veterans Day*	13 *Introduction to MS PowerPoint '10* *$125/per person*	14 *Introduction to MS Publisher '10* *$125/per person*	15 *Intermediate MS Word '10* *$150/per person*	16 *Mail-Merger MS Word '10* *$100/Per Person*
19	20 *Intermediate MS Excel '10* *$150/per person*	21 *Creating Chart w/ MS Excel '10* *$100/per person*	22 **Thanksgiving**	23 *Holiday! Navajo Nation Family Day*
26	27 *Intermediate MS Word '10* *$150/per person*	28 *Intermediate MS Access '10* *$150/per person*	29 *Introduction to MS Publisher '10* *$125/Per Person*	30 *Creating Forms w/ MS Word '10* *$100/per person*

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<u>**Pre-Registration Required on all Classes!**</u>   **Website: www.nnstaffdevelopment.com**
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Staff Development & Training Department

DECEMBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 **Advance MS Excel '10** $150/per person	5 **Advance PowerPoint** $150/Per Person	6 **Advance MS Publisher '10** $150/per person	7 **Creating Charts w/Excel '10** $100/ per Person
10	11 **Advance MS Word '10** $150/per person	12 **Advance MS Access '10** $150/per person	13 **Creating forms w/Word '10** $100/Per Person	14 **Mail-Merger w/ MS Word '10** $100/per person
17	18	19	20	21
24	25 *Merry Christmas*	26	27	28
31 *A HAPPY NEW YEAR*				0

All Computer Software Training starts at 9:00 A.M. at the Training Center in Window Rock, AZ
Pre-Registration Required on all Classes!   **Website: www.nstaffdevelopment.com**
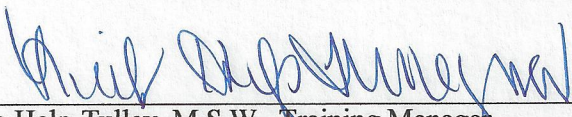**Any questions, call me at (928) 871-6691 or E-mail me at: frederickrskeet@navajo-nsn.gov**

THE NAVAJO NATION

BEN SHELLY
PRESIDENT

REX LEE JIM
VICE-PRESIDENT

MEMORANDUM

TO : Navajo Nation Training Customers & Other Entities of the Navajo Nation

FROM :

Leila Help-Tulley, M.S.W., Training Manager
Staff Development and Training Department (SDTD)
Division of Human Resources

DATE : September 24, 2012

SUBJECT : SDTD Training Scheduled for October, November and December, 2012

As the fall season is upon each of us, as a Navajo Nation we are diligently working to turn a new leaf to began our work with the new FY-2013 budget. From the Staff Development and Training Department we genuinely thank you for the time you have taken to come train with us here on the great Navajo Nation. There is no greater feeling than to turn your Navajo dollar around on Navajo as an organization. It is our sincere desire that our organization meets your expectation as you make the decision to gain bilingual knowledge and skills from our certified Navajo bilingual trainers.

It is with excitement that we await your arrival to frequent our training business again. The SDTD training rates are as follows:

Progressive Training
100.00 per student (Regular Soft Skill Full Day Class)

Computer Training

100.00	(Half Day Computer Class)
125.00 Introductory	(Full Day Computer Class)
150.00 Intermediate	(Full Day Computer Class)
150.00 Advance	(Full Day Computer Class)

Global Speed of Trust (SDTD Certified Teaching Course)

Inspiring Trust Training (1 Day Class Session)
100.00 per student + 129.00 (Training Kit)= 229 per student (Full Day Class)

Leadership Training (2 Day Class Sessions)
100.00 per student + 242.00 (Training Kit) = 342.00 per student (2Full Day Class)

Vital Smart (SDTD Certified Teaching Course)
Crucial Conversation Training: (1 Day Class Session)
100.00 per student + 225.00 (Training Kit) = 225.00 per student

<u>Room Rental Rate:</u>
<u>Internal Navajo Clientele Use:</u>

<u>1-4 hours room rental cost:</u>
99.84 (Half Day Computer Class + Cleaning Cost)

<u>5-8 Hours room rental rate:</u>
125.00 + 5:00 = 130.00 (Full Day Classroom Use + Cleaning Cost)

<u>External Corporate Clientele Use:</u>
Flat rate of 20 % of business proceeds (Including room rental, equipment, and food / beverages)

A majority of our scheduled training is offered at the Staff Development and Training Department. If other arrangements need to be made for classroom use SDTD will make arrangements.

Through this memo be reminded that our training classes are arranged on a first come first serve basis, thus we would encourage you to immediately began processing an Interdepartmental Charge Requisition (ICR), make immediate telephone contact by calling to (928) 871-6691 and arrange for early registration. <u>Be informed that an ICR is required to guarantee a seat for the training session of interest. If an ICR is not received 1 week before the training session your name will be removed as an interested party for training.</u>

- Please indicate Staff Development and Training Department as the vendor (item no. 12) on the TRF Fees

Fees collected are used exclusively to improve and acquire class and meeting room equipment, computers, computer software and other items to upgrade the training center.

Cancellation or rescheduling must be carefully managed so those placed on the waiting list will have adequate time to process the necessary paperwork. Therefore, <u>cancellation or rescheduling must be given 3 working days prior to the start of the session.</u> Rescheduling will depend on availability of space. <u>Failure to cancel or reschedule within 3 working days of the training session will result in an immediate forfeit of any registration fee(s). There will be NO EXEPTIONS.</u>

Our team is prepared to receive you as we nurture your experience with genuine care while at our training center. We work for continuous improvement as a team. Any feedback provided to our organization will be greatly appreciated as we work to become an improved workforce of the great Navajo Nation. Do not hesitate to contact us at (928) 871-6691.